



## Philanthropy Manager

*Are you ready to learn, grow, and work in a dynamic, fun, innovative Foundation committed to social change? Are you willing to be challenged and be on the cutting edge of a new model for philanthropy, advocacy, and community engagement? Are you looking to dig deeper, have an impact, be inspired and inspire others? Then consider this opportunity the right one for you!*

### **ABOUT THE LATINO COMMUNITY FOUNDATION**

The Latino Community Foundation (LCF) exists to unleash the power of Latinos in California. We fulfill our mission by building a movement of civically engaged philanthropic leaders, investing in Latino-led organizations, and increasing political participation of Latinos in California.

LCF is at a pivotal stage in its growth and is actively expanding its programs across the state. LCF is working to scale the largest network of civically engaged Latino philanthropists, and build the California Latino Agenda to advance policies that will ensure families and youth have equal opportunities to reach their fullest potential.

### **POSITION SUMMARY**

The Latino Community Foundation is seeking a talented and strategic individual to join our philanthropy team. The individual will work with our philanthropy team to scale the Latino Giving Circle Network (LGCN) and strengthen the infrastructure of the Foundation's growing fund development initiatives.

The successful candidate will be a highly organized, entrepreneurial, and strategic leader who is passionate about LCF's mission. The individual will have a solid history of building authentic relationships with people of diverse backgrounds and highly capable of executing multiple large-scale projects. S/he will work closely with the CEO and philanthropy team and report directly to the Vice President of Philanthropy.

LCF is intentional about preserving a dynamic, fun, and collaborative working environment and culture. This position will give you the opportunity to grow as a leader on the frontlines of social change philanthropy. If you are a connector of people and ideas, goal-oriented, solution-driven, creative-thinker, and strategic-visionary who is highly capable of executing a game plan, this will be your dream job!

### **ESSENTIAL RESPONSIBILITIES**

*Execute Scale Plan for the Latino Giving Circle Network (LGCN)*

- Expand and deepen the work of the LGCN;
- Develop, implement, and manage the structure and processes for maintaining and growing the LGCN;
- Execute the game plan to scale the LGCN statewide and meet annual targets of growth;
- Build new partnerships and strengthen existing ones with networks, associations, trade groups that are aligned with the LGCN mission;
- Coordinate day-to-day operations of the Latino Giving Circle Network;
- Create and manage opportunities for LGCN members to deepen their role as philanthropists;
- Serve as an ambassador of LCF and LGCN in events throughout California.

### *Strengthen and Manage the Infrastructure for Donor Relations and Development*

- Manage the implementation of Salesforce, including but not limited to:
  - Data entry and validation, manage workflow rules, gift processing;
  - Develop and create customized reports and dashboards;
  - Establishing and maintaining system protocols;
  - Keeping abreast of new Salesforce features and functionality and providing recommendations for process improvements;
  - Train new and existing users on how to use database applications;
- Execute strategy for a sustained base of annual individual donors;
- Create and implement opportunities to engage new and existing donors through special events and campaigns;
- Support the planning and execution of special fundraising events;
- Develop and manage timelines for fundraising activities to ensure seamless internal controls and external communications are carried out in a timely manner;
- Create and oversee policies and procedures for the development department which align with LCF's mission and values;
- Identify and develop corporate, community, and individual prospects to achieve LCF's fundraising goals.

### **Preferred Skills and Qualifications**

- Highly organized with strong time management skills and attention to details;
- Excellent written and verbal communicator with a demonstrated ability to write and present in a concise and persuasive manner in one-on-one, small and large group settings;
- Self-driven and solid experience in driving projects from concept to completion. Highly capable of identifying issues, finding solutions, and acting decisively under pressure.
- Strong aptitude in developing authentic relationships with diverse community of donors, grassroots leaders, and corporate partners;
- Experience working with Salesforce;
- Preferably bilingual (Spanish/English);
- Enjoys learning, working collaboratively, and having fun!

### **TO APPLY**

Interested applicants should send a resume and cover letter to Sara Velten at [svelten@latinocf.org](mailto:svelten@latinocf.org) no later than **July 25<sup>th</sup>**.

*The Latino Community Foundation (LCF) is proud to be an Equal Opportunity Employer. Employment with LCF is based solely on qualifications and competence for a particular position, without regard to race, color, ethnic or national origin, age, religion, creed, gender, sexual orientation, disability, or marital, military. We strongly encourage people of diverse backgrounds to apply.*